OCCC
TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

Office of Consumer Credit Commissioner
Purchase Request Form

Directions

Use this form to request items not already available through supply. Requestor should complete the form and save the file as a PDF. Requestor should sign and date the PDF and attach screen shot(s) of the item(s) requested and quotes then forward the completed form to their supervisor. Upon supervisor approval, the form will be forwarded to the Commissioner for approval. Upon approval by the Commissioner, the form will be forwarded to the purchaser. A request may be denied at any level.

Recommended Vendor: SHI GS

Date: 8/28/2025
Dept: Admin
Requestor: Alexandra Jones

COBJ	Class	Item	Product Number and/or Brief Description	Qty	Cost Per Unit	Extended Cost
7380	208	54	GoTo Webinar - 1 year renewal	1	$1,224.00	**$1,224.00**
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					Shipping	
					Est Total Cost	**$1,224.00**

Reason For Request:

GTW used for hosting webinars internally and externally

Is there a contract for the item(s)? ☒ Yes ☐ No

If Yes, what is the contract #?

DIR-TSO-4317

Purchasing Notes:

What department will be charged?

- ☐ 01001 - Consumer Assistance
- ☐ 02001 - Consumer Protection
- ☐ 03001 - Licensing
- ☐ 04001 - Financial Education
- ☐ All Departments
- ☐ 08001 - Admin
- ☐ 08002 - Accounting
- ☐ 08003 - Legal
- ☑ 08004 - Info Tech

Approvals

Department Supervisor: /s/ Leslie L Pettijohn **Date:** 8.29.2025

Accounting Manager: /s/ Leslie L Pettijohn **Date:** 8.29.2025

Purchaser: Alexandra Jones **Date:** 08/29/2025

Purchasing Only

PO Number:	26-002
Date Issued:	08/29/2025
PCC Code:	I